

ACTION SUMMARY

**COUNTY OF SONOMA
BOARD OF SUPERVISORS
SPECIAL STUDY SESSION
TUESDAY, JANUARY 21, 2014**
Cotati Veterans Building
8505 Park Avenue
Cotati, CA 94931

The Board of Supervisors of the County of Sonoma met this date in adjourned session with the following members present: Susan Gorin, David Rabbitt, Shirlee Zane, Mike McGuire, Efren Carrillo

Chairman David Rabbitt presiding

Present: Veronica A. Ferguson, County Administrator
Bruce Goldstein, County Counsel

- I. Call to Order
8:45 A.M. Chairman Rabbitt called the meeting to order.
- II. Pledge of Allegiance
- III. Public comment on matters not listed on the agenda
8:46 A.M. Public Comment opened
8:46 A.M. Public comment closed
- IV. Board Study Session

Chairman Rabbitt made opening remarks. County Administrator Ferguson provided an overview of the agenda for the day.

Report on 2013 Board Priorities and Departmental Goals for 2014

County Administrator Ferguson presented a general review of the Board's 2013 priorities and accomplishments.

2013 Goals Completed

- Affordable Health Care Act Study Session
- Integration of Health and Human Services to Implement Affordable Health Care Act
- Strengthen Safety Net
- Immigrant Related Issues and Services
- Secured Communities Impacts

2013 Goals in Progress

- Roads Funding Plan
- County Facilities Plan
- Enterprise Financial System
- Southwest Santa Rosa Annexation
- Fire Services Delivery Analysis
- Animal Care and Control

2013 Goals in Progress/On Going

- Energy and Water Sustainability
- Climate Adaptation
- Agricultural Stewardship
- Supporting small farmers and producers
- Build General Fund Reserves
- Continue Pension Reform Implementation
- Library Joint Powers Agreement Review

Board members made note that the Strengthen Safety Net goal should not be considered complete until Sonoma County residents have been enrolled in affordable health care and the need for continued conversations regarding supporting small farmers and producers.

Chris Thomas, Assistant County Administrator, made a presentation on the Departmental and Agency goals for 2014. The Board was provided with an opportunity to ask questions and comment.

The Board asked questions and commented on various Departmental goals as follows:

- Request to have the County Administrator's office provide the Board with a memo synthesizing Departmental goals on a regular basis
- Explore the costs and feasibility for online bill pay for County Departments that interface with the public
- Budget and increased staffing levels
- District Attorney's Case Management system
- Upstream Investments progress report
- Permit and Resource Management online permitting
- Fire and Emergency Services Municipal Service Review
- Fire and emergency response plan for the Airport expansion
- Phase II of the Airport expansion project

Counsel Goldstein provided an overview of County Counsel goals for 2014.

County Administrator Ferguson provided an overview of the County Administrator's Office goals for 2014.

The Board engaged in a dialog regarding ensuring proper protocols for the County's Internal Audit Program, and contract compliance issues and consistencies within Departments.

Grant Davis, Sonoma County Water Agency General Manager, presented the Sonoma County Water Agency goals for 2014. The Board engaged in a dialog regarding water conservation and associated costs, and investments in research and development.

10:01 A.M. The Board recessed

10:14 A.M. The Board reconvened

Community Engagement and Survey

Peter Rumble, Deputy County Administrator, made introductory remarks about the Sonoma County 2013 Community Opinion Survey and Focus group results.

Shakari Byerly, Consultant, Fairbank, Maslin, Maullin, Metz & Associates – FM3 reviewed the Sonoma County survey and focus group research findings.

10:53 A.M. Supervisor Zane left the meeting

Peter Rumble, Deputy County Administrator, led the Board in a dialog regarding Community Engagement. The Board discussed proactive community engagement messaging approaches and outreach strategies to all supervisorial districts. They spoke about leveraging Board appointed Board/Commission members to serve as ambassadors and reaching out to the average resident and voter.

There was one speaker from the audience:

Maria Potter

The Board requested that staff return in a month with community engagement strategies and next steps.

11:19 A.M. The Board recessed

11:42 A.M. The Board reconvened

Supervisor Absent: Shirlee Zane

Establishment of Board Priorities for 2014

Chairman Rabbitt announced that the establishment of 2014 Board priorities would be discussed at a future date.

Board Meeting Management

Chairman Rabbitt provided an overview of the following 2013 Board meeting streamlining successes:

- Limiting Gold Resolution presentations to 3 per meeting and encouraging off site presentations whenever possible.
- Mailing retirement certificates to retirees and providing them with the opportunity to be publically recognized at a regularly scheduled meeting.
- Moving adjournments to the last order of business in the afternoon.
- Establishing a “consent” version of Closed Session matters and providing the Board an opportunity to comment.

As a recommendation for 2014, the Board asked staff to explore incorporating recognition of County retirees at the annual County Employee Service Awards event and for adjournments, reading into the record a couple of sentences about the person in whose memory the meeting is being adjourned.

Counsel Goldstein clarified that AB 1234 reporting requires Board members to provide brief reports on Board/Commission/Committee meetings attended for which the Board member receives a stipend or reimbursement for expenses.

Michelle Arellano, Chief Deputy Clerk of the Board, reported on the time that the Board spent on the different components of Board meetings in 2013 and time study results of regular agenda item presentations from September 17 through December 10, 2013.

The Board engaged in a dialog on the management of consent calendar items. The Board discussed the possibility that each member be responsible for notifying the Chair in advance of consent calendar items that require lengthy discussions and also make the County Administrator or Clerk aware to incorporate into the Chair’s meeting notes.

Chairman requested that the Board keep to the following format for Regular item presentations:

1. Staff presentation
2. Board questions for staff
3. Public comment
4. Board deliberation and vote

Management of Public Comment

County Administrator Ferguson initiated a discussion regarding management of public comment.

Speaker from the audience:

Roger Larsen

12:30 P.M. The Board recessed

1:07 P.M. The Board reconvened

Supervisor Absent: Shirlee Zane

Management of Public Comment (Continued)

Jennifer Murray, Deputy County Administrator, made a presentation on tips by Mr. Marquez Equalibria, Conciliation Specialist, on managing emotionally charged public comment.

The Board discussed strategies on how to manage public comment on matters not listed on the agenda and provided the following recommendations:

- Have the Board recess and/or adjourn public comment if the public becomes disruptive.
- Invite non-profit community and faith based leaders to the meeting to help diffuse unruly situations.
- Establish expectations at the beginning of public comment of how the Board will handle a disruptive audience.
- Meet with protest organizers in advance to help manage hostility.
- Add language to the Board agenda, speaker cards, Board Rules of Procedure, and a slide to project during public comment on items not on the agenda that states “Under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen.”

Counsel Goldstein stated that recommended revisions to the Board Rules of Procedure would be need to be presented to the Board for consideration.

V. Adjournment

2:26 P.M. The Board adjourned the meeting to January 28, 2014 at 8:30 a.m.

Respectfully submitted,

Michelle Arellano
Chief Deputy Clerk of the Board